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Questions and Answers #1 to
Request for Proposals (RFP)
Maryland Technical Architecture Framework (MTAF)
Project No. F10R4200135

Ladies and Gentlemen:

Received the following questions by e-mail which are answered for all offerors to the referenced RFP, below:

1. **Question:** Regarding the following text from the RFP, does this statement preclude vendors who deliver services under this MTAF contract from bidding IT products or services to the State of Maryland or its agencies in any way? Would the State please identify which specific circumstances are referenced within this statement?

   [RFP Sec 1.1, para 4] Potential Offerors should be aware that the State Ethics Law, State Government Article 15-508, might limit the selected Contractor's ability to participate in future related procurements, depending upon specific circumstances.

Answer: The State Ethics Law, State Government Article § 15-508, provides:

"(a) An individual or a person that employs an individual who assists an executive unit in the drafting of specifications, an invitation for bids, a request for proposals for a procurement, or the selection or award made in response to an invitation for bids or request for proposals may not:
(1) submit a bid or proposal for that procurement; or
(2) assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement.
 (b) For purposes of subsection (a) of this section, assisting in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement does not include:
(1) providing descriptive literature such as catalogue sheets, brochures, technical data sheets, or standard specification "samples", whether requested by an executive agency or provided on an unsolicited basis;
(2) submitting written comments on a specification prepared by an agency or on a solicitation for a bid or proposal when comments are solicited from two or more persons as part of a request for information or a prebid or preproposal process;

(3) providing specifications for a sole source procurement made in accordance with § 13-107 of the State Finance and Procurement Article;

(4) providing architectural and engineering services for programming, master planning, or other project planning services; or

(5) providing specifications for an unsolicited proposal procurement made in accordance with § 13-107.1 of the State Finance and Procurement Article."

As stated in the RFP, the impact of § 15-508 will depend on the specific circumstances. To the extent the selected Contractor may be considered to have assisted in the drafting of specifications, an invitation for bids, or a request for proposals for a future procurement, the selected Contractor might be prohibited from participation in that procurement.

2. **Question:**   The Enterprise Architecture modeling tool marketplace varies widely with respect to tool purpose, function, and cost. Would the State please clarify whether there is an existing tool that the State prefers and what that tool is?

Answer: There is no existing tool or preference. An objective of the RFP (Sec 3.0 and 3.4.5) is to acquire a software tool. The attributes of the tool proposed by the Offeror in response to the RFP, Sec 4.4.8 will be evaluated per the RFP, Sec 5.2.

3. **Question:**   Would the State please identify three key features (and their significance) desired in an Enterprise Architecture modeling tool (e.g. UML modeling, asset repository, Use Case modeling, data modeling, document management (i.e., folders, check-in/out, subscription, keywording), project management, secure web information presentation, version management, and last but not least, cost)? This information is critical as tools vary at least two orders of magnitude in cost in this market.

Answer: Many of the key features outlined in the question are not present in the requirements stated in the RFP and therefore are not significant features for this project. The requirements in Section 3.4.5 state that the tool "must support the capability to create and update models, support graphical representation of various models, metadata storage and retrieval of various object types, the capability to easily import and export data and objects, the capability to easily transform the model and data into web presentation and various MS Office formats, and the capability to display varying levels of granularity within the model with graphical and textual views from the database. The software toolset must be a commercially available COTS product that runs in Windows NT environment."

The State adds the following to help better understand the requirement: The toolset must be a turnkey, simple, low-cost solution that would be appropriate for a single-user architecture developer, but scalable for distributed functionality in the future.

4. **Question:**   Would the State please confirm that the vendor must price the effort to complete the entire TRM or "additional selected service areas?" Several selected paragraphs from the RFP are included below to illustrate our concern? Are we to price just the initial "two (2) selected service areas" only, and if not, how many total service areas are to be priced?

[Quote from RFP Sec 1.1, para 3. Underlining in rest of quote by questioner] "Through this solicitation, OIT will select a contractor to develop the first phase of the statewide IT technical architecture. This first phase will include the overall design of the framework, an assessment of the State's use of technology with development of the technical reference model, guiding principles, templates, selected standards, a roadmap for future development of service areas within the architecture, a metadata management strategy, and an enterprise architecture

education awareness series for agency IT leaders. The primary objective of this solicitation is to create a technical blueprint that will enable interoperability and efficiency across platforms and services for State agencies at the infrastructure level, to create a fresh awareness of Enterprise Architecture concepts and its benefits for the State, and also to set the stage for future development of the technical architecture."

3.4.8 Define technical standards for two (2) selected service areas within the TRM. [Underlining by questioner]

3.4.10 Define additional selected technical standards to complete 100% of the TRM. [Underlining by questioner]

[Quote from RFP Sec 3.4.10, para 1. Underlining in rest of question by questioner] "The Contractor shall complete the development of technical standards for additional selected service areas within the partially completed TRM (2 service areas), based upon the priorities established in the completed roadmap in Section 3.4.7, and with approval from the CM. Upon completion of this task, the TRM should be 100% populated. The Contractor shall use the guiding principles and templates defined in Section 3.4.3."

Answer: The State issued Amendment #1 to replace the first RFP quote in this question. The State is asking Offerors to propose to all of the tasks listed in this RFP to include pricing in the Financial Proposal. Each task is discrete and should be separately priced. In Section 3.4.8, the RFP requests standards for two service areas. In Section 3.4.10, we are requesting standards for the remainder of the service areas; assuming that this task would be started after the task in Section 3.4.8 is completed.

Date Issued: March 17, 2004   By_____<signed>_____.
                                                                    Norman H. Grinnell
                                                                    Procurement Officer